

**TOWN OF HAMILTON
BOARD OF SELECTMEN
AUGUST 8, 2016**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, August 8, 2016 with Chair Scott Maddern, Shawn Farrell, Bill Wilson, Jeff Hubbard present. Town Manager Michael Lombardo, FinCom members David Wanger and Nick Tensen, Carin Kale, President – Patton Homestead, Inc. also present.

Call to order

Scott Maddern called the meeting to order at 7:01 p.m.

Public Comment

Betty Dunbar, Greenbrook Road, and Betty Gray, Lee Park, expressed opposition to potential consideration to tear down Senior Center building for a future site for affordable housing. The Affordable Housing Trust has been reviewing Town owned sites in Hamilton for affordable housing.

Chairman/Selectmen reports

Bill Wilson reported that AHT is meeting more frequently. Peter Britton was elected as chair. The Trust is investigating using an RFQ (\$8,000 was approved) to hire an engineering/architectural consultant to analyze Town owned property relative to Chapter 40B potential. A group of private citizens have funded drawings about how Senior Center or public safety building site could be used for affordable housing (senior and family housing). The Town will analyze the results from a consultant along with stakeholders (i.e., COA Director Marybeth Lawton). Andrew DeFranza of Harborlight Community Partners is waiting for next steps by the Town but he needs to move ahead with his project. Analysis will be done on Town owned and private properties in Hamilton relative to affordable housing. In addition, HWRSD is working on its goals for the year. A leadership team is working to getting design documents for turf field in January. Also, HWRSD schools open on August 31.

Shawn Farrell provided an update on cell tower pre-application before Planning Board, and 650 Asbury Street will be presenting a parking lot plan to Zoning Board of Appeals for review and recommendation. Ed Howard is leading charge on public beach at Chebacco Lake. In addition, zoning changes addressed Phase II elements including cottage housing, transfer of development rights, alternative subdivision development,

and medical marijuana zoning signage. The CPC will be reviewing future potential grants, 2016-2017 CPC timeline, CPC plan, survey results, and new grant requests.

Jeff Hubbard noted that core testing and wetlands delineation is being done for turf field. As well as how the Town is looking for a Finance Director.

Maddern mentioned that officials had attended a resident's 100th birthday party. He met with Longmeadow Way neighbors who were encouraged to attend AHT meetings and he recommended that the residents should be notified about any projects being considered by AHT. Also, he and others met with president of Gordon Conwell Theological Seminary to understand if there is any possibility at that site for affordable housing.

Maddern reported on meeting that Town officials had with state officials to discuss actions being taken in Town (i.e., housing production plan, and work to develop partnership with operator of affordable housing) since Hamilton is far from safe harbor protection. The state officials will follow up with Harborlight to learn more about Longmeadow Way project. In response to Hubbard, Maddern explained that there are guidelines for achieving safe harbor and senior housing (low cost rentals) is priority in Town. Also, the state's funding mechanism does not work in a way that matches concept of the Town having 14 affordable units built a year. He noted that there is interest in RFP for operation of Patton Homestead facility and work with ZBA on parking lot at site.

Town Manager's report

Town Manager Michael Lombardo reported that his assistant Anabela Batista is well organized, and will be doing FY'14, FY'15 and FY'16 annual reports. He is interviewing two candidates for Finance Director and is looking for someone with a solid background in municipal accounting. The DPW Director position will be posted this week. The auditors have begun working on annual audit.

A few water ban enforcement letters have been sent out including to Patton Ridge development. These are warning letters for residents using sprinklers identified by police and public works. An enforcement letter is sent out and first citation is \$50 followed by \$100 citations for violations. Lombardo stated that the Town's water situation is dire. Stantec is trying to help find filtration media for the water treatment plant. A comprehensive plan needs to be done for where Hamilton is going to get its

water up to 50 years from now. Also, an assessment is going to be done of the water storage tank on the top of the hill at GCTS.

A September 15, 2016 meeting will be held for public discussion on Essex Street walkway (likely at Winthrop School). Engineering study has been completed. The Bridge Street culvert is underway and Tennessee gas will be given 24 hour notice for an inspector to review work within 25' of gas line pipe. Also, evaluation is being done on access and cost for a parking lot location at the Patton Homestead. The solar RFP for landfill site is out with intent for 5 to 7 acres of solar field. The landfill is almost ready for DEP sign off on closure. Development has started on RFQ/RFP on 10-year roads program with analysis for recommendation on sidewalks, crosswalks, and signage. Road work (milling and paving) will occur in Town where water infrastructure work was done last summer. The highway foreman is going to evaluate Town streets (i.e., upper Sagamore) for paving need. In matter of Sears vs. ZBA this may be nearing settlement with minor modifications.

Consent Agenda

Maddern read the following items:

- One Day Liquor License requested by Henry's Foods, Inc. for an event at Schooling Fields on Friday, September 2, 2016 from 6:00 pm to 9:00 pm.
- One Day Liquor License requested by Henry's Foods, Inc. for an event at Schooling Fields on Saturday, September 3, 2016 from 12:00 pm to 5:00 pm
- Sign Town of Hamilton Warrant for State Primary Election to be held Thursday, September 8, 2016
- Approve minutes of July 11 regular session meeting and executive BOS meeting
- Release July 11 executive session minutes
- Recommend appointment of Phil Stearns to FinCom by Moderator
- Appoint Jeff Hubbard to sign BOS minutes tonight

Hubbard moved to approve the consent agenda. Wilson seconded the motion. VOTE: Unanimous.

Agenda

- Patton Homestead, Inc. – update from Carin Kale

Carin Kale reported on how incorporators cease to exist and Patton Homestead, Inc. 501(c)(3) non-profit is now in place of which she is president. Kale noted that Town is \$90,000 net positive after repair costs in tax revenue due to the \$150,000 annual revenue from the Patton Ridge houses. The Wenham Museum held a military history day at the Homestead. More than 300 people attended and Mrs. Patton allowed some of her property to be used as a parking location.

The independent non-profit is working on positioning itself as a part time business and it has defined its mission relative to the Homestead as a community asset. The vision for the historic place will be to have cultural events, seasonal festivals, military focused programming, veterans gathering, social events, and retreats. The non-profit is working with Town manager relative to a fundraiser for parking lot at the site. The board consists of former incorporators. Effort is underway to identify people who can help with the start-up non-profit. An RFP is being created by the Town for management of the Homestead. An operating budget has been done as well as fundraising, and revenue scenario. Action has been taken to communicate with partners who can help respond to RFP. A job description for part time executive director is being developed.

In response to Hubbard, Kale said she could not state the operational budget yet since it is part of the RFP response. Hubbard opined about the new property tax income from the condominiums at \$150,000 and stated it is costing the Town \$75,000 to \$80,000 to maintain the Patton Homestead not including \$90,000 for roof repairs and painting and does not include the parking lot. He opined that with operational costs the net revenue the Town is receiving from the condominiums is smaller than what has been advertised. Secondly, he opined that the Town has received \$1 million from the sale of condominiums and it needs to be put into the Homestead to get it ready for the non-profit's mission. So aside from the \$166,000 for affordable housing the gift is a net zero gain. Hubbard opined that the ongoing annual expenses for the non-profit make the income from condominiums dwindle to nothing. He opined that the Town has spent \$360,000 on the property. With the \$90,000, the cost is up to \$450,000. Hubbard inquired why the Town is choosing to become involved with an event center.

Farrell mentioned that money has been put into the property but the incorporators and non-profit have done due diligence and the property is an asset for the Town. Kale noted how Town Meeting has voted to continue to fund the property. In response to Farrell, she explained that once the non-profit gets beyond the RFP process it will focus on the annual grant opportunity with the state. Wilson asked for clarification on the BOS's role with the start-up non-profit and revenue opportunities as well as the use for the gift. Maddern noted that the non-profit is an independent entity. Lombardo

described how at the next BOS meeting there would be a Board discussion about RFP. He said the independent entity would oversee its budget but a lease document would be used for Town owned property.

Maddern noted that in a couple of months responses should be received about potential uses for the Homestead. He added that \$500,000 of property sale could potentially be used for turf field. In response to Nick Tensen, 164 Sagamore Street and FinCom member, Lombardo stated that a determination will be made on a group that will manage the property day to day through an agreement or lease. Also, the non-profit will be managing the use with involvement from the Town.

- Special Town Meeting – Discuss dates for the fall STM, venue preferences, and warrant articles

Discussion occurred with HWCAM Executive Director Bill Melville about technical advantage of Ferrini Auditorium since equipment is built into the facility for holding fall Town Meeting. Also noted was the benefits of well lite venue and opportunity to provide breakfast nearby. The Town Meeting warrant will be opened at the Board's next meeting. There could be a few financial articles, and there could be a citizens' petition for a ballot item on raising CPA surcharge from 2% to 3%. Investigation will be done with HWRSD on if there is availability at the HWRHS for October 8 or 15 on Saturday morning.

- Joint Meeting with Finance Committee and School Committee – follow up to May 23 discussion regarding letter to HWRSD and changes to the Regional Agreement.

On May 23 there was a joint meeting with BOS, FinCom and HW School Committee and letter signed by BOS and FinCom asking before budget cycle starts if a level budget and level service budget could be provided by HWRSD. The Wenham FinCom has chosen not to be involved in the inquiry. Also mentioned was if apportionment of costs for Hamilton and Wenham could be adjusted in regional agreement from the current 3-year rolling average since Wenham's school enrollment numbers are growing. Also noted was if there should be consideration about the representation of the School Committee since only one member is from Hamilton.

Wilson opined that collaboratively the letter effort made sense but if Hamilton came forward alone it could be overstepping. He suggested focus should be on apportionment and member representation tied to apportionment. Also the school

district should be asked for a level service budget, a wish list for budget items, absolute dollar spend and impact to district. Maddern offered to talk to the HW School Committee chair on the matter. Farrell concurred with importance of getting dialog going with School Committee.

Discussion ensued with Richard Boroff, Moynihan Lane, about how Wenham does not want the same ask as Hamilton with letter to HWRSD. David Wanger, Boardman Lane, commented that Wenham from the town side has pulled back about the concept of the letter that originated from a session with the three entities. He opined that the HW School Committee and HWRSD officials are interested in a dialog.

- Policies Review and Update – review and discuss progress to date

The Board will provide comments on the HR policy in early September. It will also focus on the financial policies. Included in the review will be related policies from neighboring communities. Exploration will be done about how to dispense data to the Board in compliance with open meeting law.

- Waste Management Program – discuss structure of the collections program

The Town's waste hauler, Hiltz, will no longer pick up Hamilton's trash and recycling as of September 30, 2016. A draft RFP is being written along with Wenham. The Town's tonnage has gone up in the last couple of years. Analysis done on weekly and bi-weekly trash pickup revealed that bi-weekly pickup increases recycling rate by residents. This reduction in tonnage results in lower cost. A full pay as you throw program could be priced in the RFP as well.

Discussion was on Town's consideration of a sticker program for large items that would be picked up after resident call to the hauler. The RFP is intended to go out tomorrow with response deadline of August 19, 2016. A la carte pricing could be part of RFP structure to provide options. Wenham is not going to change its weekly trash pickup. Lombardo and Wenham Town Administrator Peter Lombardi have been meeting with trash haulers in area and value to contractors is five day a week pickup in Hamilton and Wenham. Lombardo noted that vendors have said adding another municipality beyond Hamilton and Wenham would not gain much financially for the Town.

Farrell noted that his neighborhood is fine with bi-weekly trash pickup. With the current trash hauling program, Hamilton is saving \$110,000 a year compared to former trash hauling costs. Due in part to blue bag revenue from off week solid waste pickup.

The bi-weekly trash pickup has successfully increased recycling in Hamilton. The Town will have to pay for its recyclables moving forward. However, the Town could return to dual stream recycling since recyclable paper market remains good.

Discussion ensued with residents Duke Seaver and Gretel Clark about status of Wheelabrator and communities in the Commonwealth using pay as you throw trash removal programs. Also with Boroff about interest in one week trash pickup, and a recycling coordinator from the state who noted Hamilton's successful waste reduction effort. Lombardo will have trash hauling pricing (including recycling costs) for the next Board meeting and will look at efficiencies in restructuring routes. A new trash hauling contract is expected to result in increased costs. Goal is to get new trash hauling in place by October 1, 2016. Discussion addressed how the Town can communicate with and hear from public about the trash hauling program.

- Board of Selectmen Schedule for January 2017 through June 2017 – set dates

The Board agreed to meeting dates: August 22, September 6 and 19, October 3 and 17, November 7 and 21, December 5 and 19, January 3, 2017. Also mentioned scheduling joint meetings between BOS and FinCom.

New Business

- Consideration of topics for discussion at future Selectmen's meetings

Topics for future meetings: affordable housing meeting with BOS, AHT and Planning Board, Patton Homestead RFP, waste program, policy meeting on budget, Town wide survey – data/demographics, and sample questions for employee survey.

Executive Session

Maddern entertained a motion to enter in Executive Session at 9:26 p.m. pursuant to M.G.L. c. 30A, sec. 21(a)(2) for the purpose of discussing contract negotiations with the Police Chief, not to return to open session. Hubbard so moved. Farrell seconded the motion. Roll call vote: Hubbard, aye, Farrell, aye, Wilson, aye, Maddern, aye.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____


Clerk